



PRANAVADITYA
A TQM Company

ARCHIVAL POLICY

INTRODUCTION

This policy has been framed pursuant to SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('Listing Regulations') effective from 1st December, 2015. The Policy encompasses to determine the period of archival of the documents/information/events which have been disclosed on the website of the Company under Regulation 30 of the Listing Regulations.

ARCHIVAL REQUIREMENTS

All events or information disclosed to the Stock Exchanges under Regulation 30 of the Listing Regulations shall also be uploaded on the website of the Company and shall be retained for a period of 5 (Five) years from the date of its hosting on the website. Thereafter, disclosures of all such events or information available on the website shall be archived for a further period of 3 (Three) years. Archived information will be maintained in a safe and secure place to ensure timely and proper retrieval as and when necessary.

After completion of further period of 3 years, disclosures of such events, information may be destroyed or scrapped, as per the policy of preservation of documents.

REVIEW OF POLICY

In case there are any regulatory changes or whenever considered necessary, this policy shall be reviewed and amended by the Company Secretary in consultation with Head IT of the Company.